



Defense Travel Management Office



Welcome to
P-300
**Travel Policy Compliance Tool
Administration**



Class Overview

Topic: **Travel Policy Compliance
Tool Administration**

Target Audience: **Compliance Tool
Administrators (CTAs)**

Time: **45 minutes**

Pre-Requisites: **None**



Training Objectives

- Travel Policy Compliance Program Background
- Functionality of Compliance Tool (CT)
- Role of Compliance Tool Administrator (CTA)



Compliance Program

Background

- Mandated by National Defense Authorization Act (NDAA) for Fiscal Year 2012
- Compliance Tool reviews all DTS vouchers for compliance with DoD travel policy

Public Law 112-81
112th Congress

An Act

Dec. 31, 2011
[H.R. 1540]

National Defense Authorization Act for Fiscal Year 2012.

To authorize appropriations for fiscal year 2012 for the Department of Defense, for military construction, for the Department of Energy, to prescribe military pay and allowances for the fiscal year, and for other purposes.

Be it enacted by the Senate and the House of Representatives of the United States of America in Congress assembled,

SECTION 1. SHORT TITLE.

This Act may be cited as the "National Defense Authorization Act for Fiscal Year 2012".

SEC. 2. ORGANIZATION OF ACT INTO DIVISIONS.

(a) DIVISIONS.—This Act is divided into the following:

- (1) Division A—Department of Defense.
- (2) Division B—Military Construction.

“§ 463. Programs of compliance; electronic processing of travel claims

“(a) PROGRAMS OF COMPLIANCE.—The administering Secretaries shall provide for compliance with the requirements of this chapter through programs of compliance established and maintained for that purpose.

“(b) ELEMENTS.—The programs of compliance under subsection (a) shall—

“(1) minimize the provision of benefits under this chapter based on inaccurate claims, unauthorized claims, overstated or inflated claims, and multiple claims for the same benefits through the electronic verification of travel claims on a near-time basis and such other means as the administering Secretaries may establish for purposes of the programs of compliance; and

“(2) ensure that benefits provided under this chapter do not exceed reasonable or actual and necessary expenses of travel claimed or reasonable allowances based on commercial travel rates.



Scope of Compliance Tool

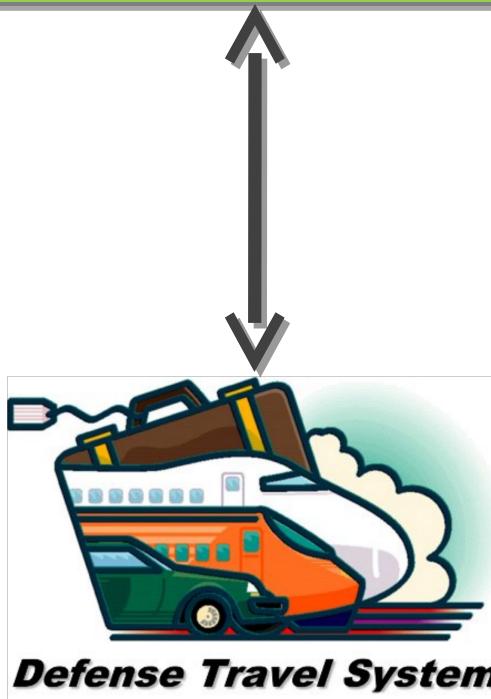
Pilot

- Compliance Tool scans DTS vouchers for adherence to specific items
 - See “Travel Policy Compliance Tool Information Paper”
 - TraX Knowledge Center – Answer 1575
- Identifies vouchers:
 - For pilot organizations (regardless of cost of errors)
 - With error costs totaling \$100 or more



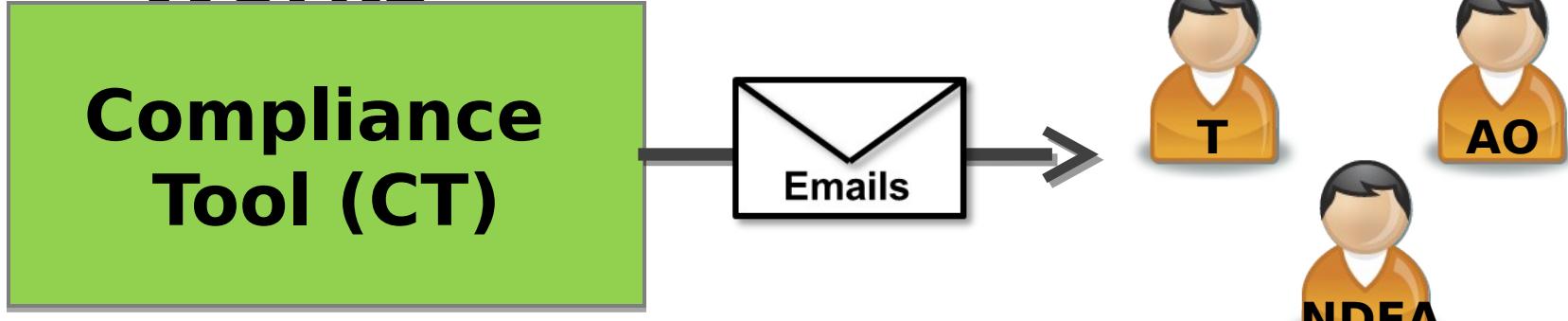
How the Compliance Tool Works

Compliance Tool (CT)



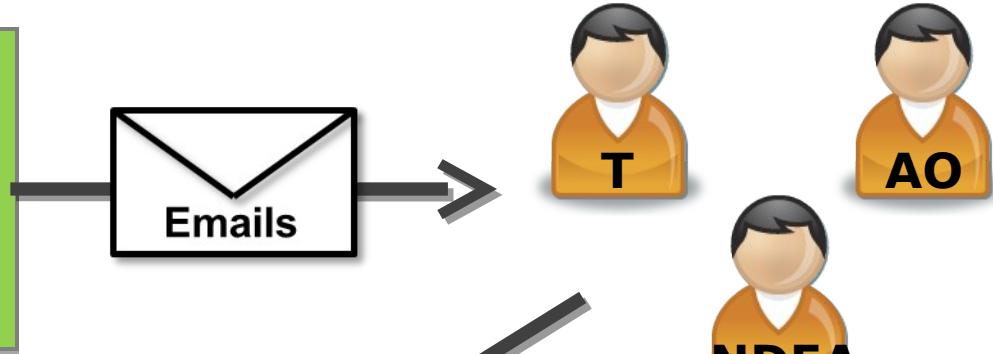
- CT queries DTS for vouchers containing policy violations (errors)
- CT creates a record
 - One voucher to one record
 - One record may contain multiple errors
 - Records classified by DTS organization

How the Compliance Tool Works



- When CT creates a record, it sends an email to:
 - Traveler
 - Authorizing Official (AO)
 - Non-DTS Entry Agent (NDEA) – if applicable
- Records not corrected receive reminder emails from CT

How the Compliance Tool Works



- Traveler amends voucher in DTS & repays any debts
- CT queries DTS database
- CT closes record after all errors on voucher have been corrected



Questions?





Role of CTA

- Reviews records / errors for organization
 - Includes any sub-organizations
- Ensures errors are corrected in DTS
- Runs reports from CT
- Grants CT access to others
- Other responsibilities, per local business rules



Component-specific Procedures

- Check with your leadership regarding:
 - Required frequency of accessing the CT
 - Timeframe for travelers to resolve errors
 - Administrative actions against a traveler / AO that has not corrected an error
 - Reporting requirements
 - Requirements before granting access to a new CTA



Accessing the Compliance Tool





Compliance Tool Homepage

The Defense Travel Management Office logo, featuring a circular design with a globe, an eagle, and the text "Defense Travel Management Office" and "Department of Defense".

DEFENSE TRAVEL MANAGEMENT OFFICE
THE DoD CENTER FOR TRAVEL EXCELLENCE

A world map with numerous flight routes highlighted in orange and green, indicating travel patterns or data flow.

A magnifying glass icon representing a search function.

Generate Reports

A list icon representing a working list.

My Working List

A gear icon representing administrative functions.

Admin

A play button icon representing tutorials.

Tutorials

Total Funds Recovered (since 26DEC12)

\$2,419.87

Funds Recovered Per Month

A line chart titled "Funds Recovered Per Month" showing the amount of money recovered each month from December 2012 to July 2013. The y-axis represents the amount in dollars, ranging from \$0 to \$1,000. The x-axis represents the months. The data shows a general downward trend with a significant drop in July 2013.

Month	Funds Recovered (\$)
Dec 2012	~\$850
Jan 2013	~\$820
Feb 2013	~\$800
Mar 2013	~\$780
Apr 2013	~\$750
May 2013	~\$720
Jun 2013	~\$500
Jul 2013	~\$100



Shortcut Options

- DTMO Passport
- Home
- Generate Reports
- My Working List
- Admin
- DTS
- Logout





Generate Reports

DTS TANUM	<input type="text"/>
Total Error \$ Range	<input type="text"/> <input type="text"/>
CT Record Status	<input type="text"/> Any Status
Error Status	<input type="text"/> All
Error	<input type="text"/> All
DTS Org	<input type="text"/>
Org Status	<input type="text"/> All
Fiscal Year	<input type="text"/> ▼
Date Range	<input type="text"/> █ <input type="text"/> █
Traveler	<input type="text"/> <input type="text"/> <input type="text"/>
NDEA	<input type="text"/> <input type="text"/> <input type="text"/>
Authorizing Official	<input type="text"/> <input type="text"/> <input type="text"/>
VIEW RESULTS CLEAR FILTER	



Error Statuses

Error Status	Explanation
Pending	Amended voucher has not been approved
Awaiting Collection	Traveler is in debt process
Partially Collected	AOC received in DTS, but not total amount in CT record
Collected	AOC received in DTS and total cost of debt satisfied
Corrected	Voucher has been amended and no repayment needed
Waiver/Appeal Requested	Waiver/Appeal requested as part of traveler's due process
Waiver/Appeal Granted	Waiver/Appeal granted as part of traveler's due process
Out of Service	Traveler has left the government and debt is \leq \$225.00
Administrative Error	Item incorrectly entered on voucher; no action required
\$10 or Less	Total cost of error(s) on record is \leq \$10.00; no action required
AO Repaid*	AO paid debt, but no AOC received in DTS
Traveler Repaid*	Traveler repaid debt, but no AOC received in DTS
On Hold*	Further research is required
No Error*	Traveler disputed error and error is vacated

*Statuses manually applied by CTA



Administrative Error / \$10.00

or Less

- Compliance Tool automatically:
 - Creates a record
 - Sends an email to the traveler and AO
 - Closes the record
- No action required by:
 - Traveler
 - AO
 - NDEA (if applicable)
 - Compliance Tool Administrator
 - Record will remain on Compliance Tool reports



Generate Reports - Search Results

[BACK TO REPORT SEARCH](#)

P

[Create Excel/CSV File](#)

Show Per Page: 100

1 2

Page 1: Displaying 1-100 of 185

Status	Age	TANUM	DTS Org	People	Errors	Error Amt
Open	0 days	F23L05	DFORG2	Boone, G. Hopkins, A. Bent, D.	3	\$196.16
Open	0 days	F13T01	DFORG1	Evans, D. Bonner, D.	3	\$195.90
Open	0 days	F13L05	DFORG1	Williams, R. Fuller, K. Holden, S.	3	\$163.55
Open	0 days	F23D02	DFORG2	Flowers, B. Tyler, J.	3	\$163.55
Open	0 days	F13D03	DFORG1	Painter, V. Malleck, R.	3	\$163.55
Open	0 days	F12D05	DFORG1	Flowers, B. Tyler, J. Bent, D.	2	\$162.16
Open	0 days	F22T01	DFORG2	Fuller, C. Humes, C.	2	\$162.00



Error Details

days F12L03 DFORG1

OPEN Errors (\$163.55) TANUM: F13D03

days Contacts DTS Information E

TRAVELER

Name	Ryan Malleck
DTS Profile Email	ryan.malleck@dodl.mil
DTS Profile Work Phone	7035550033
DTS Profile Org	DFORG1
Updated Email	 This does NOT update DTS
Updated Phone	 This does NOT update DTS



Contacts

Contacts DTS In Errors (\$163.55) Errors (\$-163.55)

TRAVELER	
Name	Ryan Malleck
DTS Profile Email	ryan.malleck@dod.mil
DTS Profile Work Phone	7035550033
DTS Profile Org	DFORG1
Updated Email	<input type="text"/> Save
Updated Phone	edit This does NOT update DTS
AUTHORIZING OFFICIAL	
Name	Vince Painter
DTS Profile Email	vince.painter@dod.mil



DTS Information

Contacts **DTS Information** Errors (\$163.55) Notes

DTS INFORMATION

TANUM	F13D03
Document Name	ADRAMSTEINABF081111_V01
Document Type	Voucher
Travel From	LAS VEGAS, NV
Travel To	HONOLULU, HI
Travel Start Date	12/22/2010
Travel End Date	01/04/2011
DTS Status	ARCHIVE ACCEPTED
DTS Reject Email (Trav)	
DTS Reject Email (Vch)	



Errors

OPEN TANUM: F13D03

Contacts DTS Information Errors (\$163.55) Notes

ERROR: OCONUS FOREIGN LODGING TAX (78.01) System Status: Pending Manual Status: None

Original Due US Amount: \$78.01

Manually Adjusted: \$0.00 CR

Adjusted Amount: \$78.01

Amount Collected: \$0.00 CR

Current Amount Owed \$78.01

Save Changes

ERROR: DUPLICATE LODGING (14.34) System Status: Pending Manual Status: None



Manual Statuses

- AO Repaid
 - AO accepted pecuniary liability and repaid debt
- No Error
 - Result of traveler disputing the error
 - Follow local business rules on dispute process
- On Hold
 - Stops reminder emails while CTA conducts research
- Traveler Repaid
 - Traveler amended voucher, but no ~~Advice of~~ Collection received by DTS

AO Repaid
No Error
None
On Hold
Traveler Repaid



Notes

Contacts DTS Information Errors (\$163.55) Notes

AGE & EMAIL INFORMATION

Age 0 Day(s)
Initial Email Date
Latest Email Date

+ EMAIL HISTORY (0 TOTAL)

+ ADMINISTRATOR HISTORY (1 TOTAL)

(DECEMBER 12, 2012) Traveler inquired about how to amend a voucher to remove the OCONUS laundry expense. Amendment completed and is awaiting AO approval.

+ SYSTEM GENERATED HISTORY (0 TOTAL)

ADD COMMENT

Add Comment



Questions?





My Working List

- Helps locate records that require more attention
- Selecting a record provides same functionality as Generate Reports (e.g., DTS

My Working List

Displaying 5 Bookmarks

Create Excel/CSV File

Status	Age	TANUM	DTS Org	People	Errors	Error Amt
Closed	days	F22D03	DFORG2	TRAV Beamer, B. AO Randall, B.	2	\$0.00
Open	days	F23D05	DFORG2	TRAV Beckton, N. AO Hyman, J. NDEA Baker, N.	3	\$704.00
Open	days	F23T02	DFORG2	TRAV Painter, V. AO Malleck, R.	3	\$200.00



Admin Access - Overview

Follow your local procedures about granting access

- Records tied to a DTS organization
 - CT access includes access to any suborg records
- CT access independent of DTS org access
 - E.g., DTA that has DTS org access to DD14 not automatically given access to DD14's CT records
- Two types of CTA access:
 - Granting privileges for one or more orgs
 - No granting privileges



Layout of Admin Access Page

joe.user@email.mil Joe User

AVAILABLE ORGS CURRENT ORG ACCESS

Select All UnSelect All

DFCLY

DFCLY56FW

DFCLY56FWMDG

DFCLY56FWMDGAMDS

DFCLY56FWMDGCC

DFCLY56FWMDGDS

DFCLY56FWMDGMDOS

DFCLY56FWMDGMDSS

DFCLY56FWMSG

DFCLY56FWMSGCC

DFCLY56FWMSGCES

DFCLY56FWMSGCONS

Select All UnSelect All

Grant Access:

DFORG1

Save

P Home Search Book Gear DTS Power

Help with Granting Access

Coming Soon

Your Current CT Access

CTA Access Report

A screenshot of the Admin Access Page. At the top, there is a search bar with the email address "joe.user@email.mil" and a "Search" button. Below the search bar, the title "Edit User's Access Level" is followed by the user name "Joe User" in a blue box. The main interface is divided into two main sections: "AVAILABLE ORGS" and "CURRENT ORG ACCESS". The "AVAILABLE ORGS" section contains a list of organization codes, with "DFCLY" selected. The "CURRENT ORG ACCESS" section shows "DFORG1" with a "Grant Access" checkbox checked. To the right, there is a sidebar titled "Help with Granting Access" with sections for "Coming Soon", "Your Current CT Access", and a "CTA Access Report" button. A "Save" button is located at the bottom of the main form.



Granting Access

joe.user@email.mil

Edit User's Access Level **Joe User**

DFCLY

[Select All](#) [UnSelect All](#)

- DFCLY
- DFCLY56FW
- DFCLY56FWMDG
- DFCLY56FWMDGAMDS
- DFCLY56FWMDGCC
- DFCLY56FWMDGDS
- DFCLY56FWMDGMDOS
- DFCLY56FWMDGMDSS

CURRENT ORG ACCESS

[Select All](#) [UnSelect All](#) **Grant Access:**

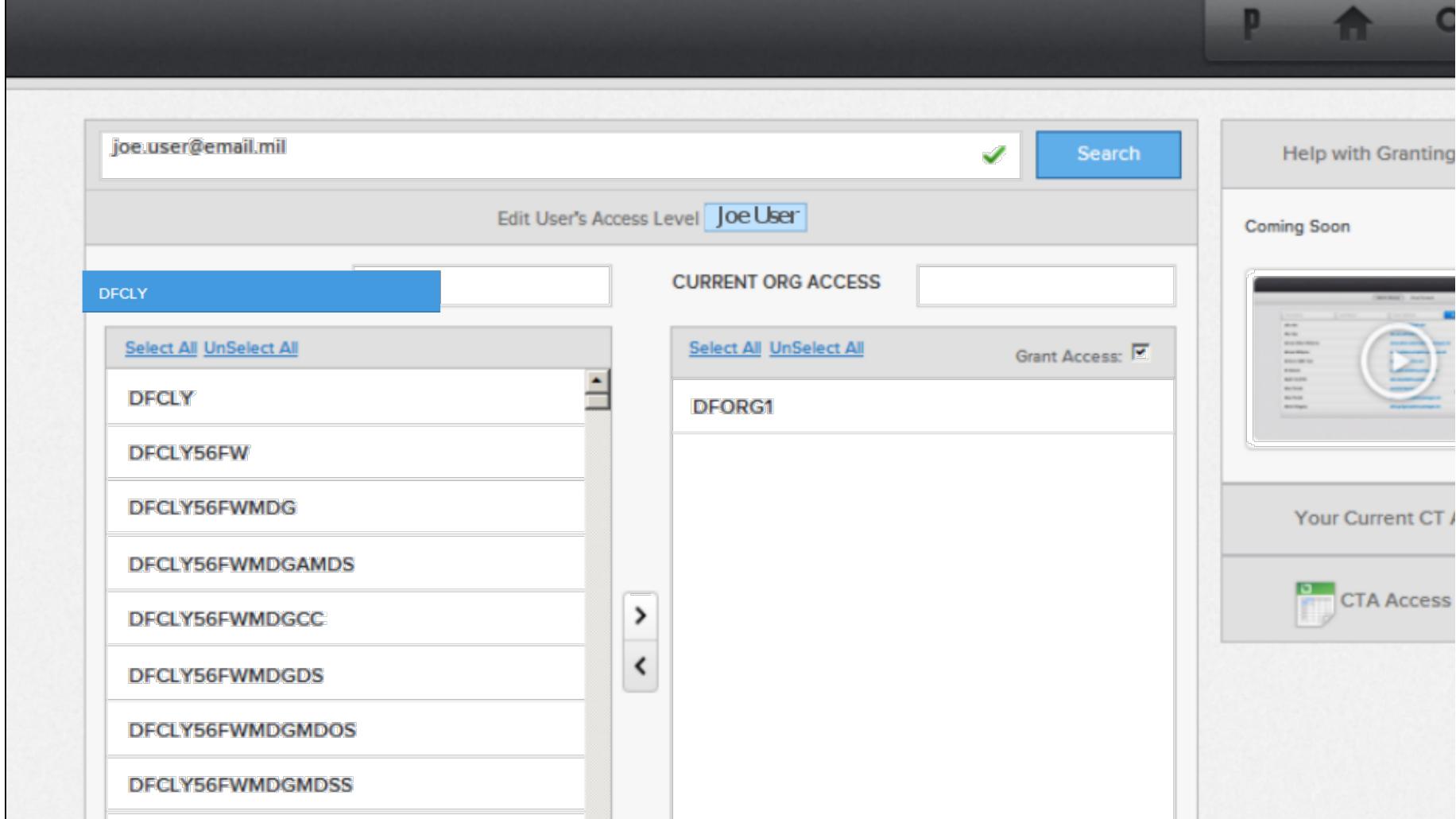
- DFORG1

Help with Granting

Coming Soon

Your Current CT A

CTA Access





Granting Access

joe.user@email.mil

Edit User's Access Level

AVAILABLE ORGS		CURRENT ORG ACCESS	
Select All UnSelect All		Select All UnSelect All <input checked="" type="checkbox"/> Grant Access:	
DFCLY	GRANTED	DFCLY	
DFCLY56FW	GRANTED	DFORG1	
DFCLY56FWMDG	GRANTED		
DFCLY56FWMDGAMDS	GRANTED		
DFCLY56FWMDGCC	GRANTED		
DFCLY56FWMDGDS	GRANTED		
DFCLY56FWMDGMDOS	GRANTED		
DFCLY56FWMDGMDSS	GRANTED		
DFCLY56FWMSG	GRANTED		
DFCLY56FWMSGCC	GRANTED		
DFCLY56FWMSGCES	GRANTED		
DFCLY56FWMSGCONS	GRANTED		

Help with Granting Access

Coming Soon

CTA Access Report



Class Summary

- Travel Policy Compliance Program is mandated by Congress
- Compliance Tool will:
 - Identify any vouchers with potential errors
 - Create a record to outline any errors
 - Notify traveler via email to amend voucher
 - Update the record based on actions taken in DTS
- CTAs should:
 - Consult their Component policy on CT usage
 - Ensure that errors are corrected in a timely manner
 - Grant access to others, when directed



Additional Resources

- Distance Learning webinars
 - T-225 – Itinerary Changes / Trip Cancellation in DTS
 - P-115 – Travel Policy while TDY
- Web-based training modules
 - Itinerary Adjustments
 - Travel Policies
- Document Processing Manual
 - Chapter 7.3 – Amending a Voucher
- TraX Knowledge Center
 - Answer ID 1575 – Compliance Tool Information Paper
 - Identifies latest Compliance Tool queries